

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Deputy Director Allied Health
<b>Position Number:</b>	526304
<b>Classification:</b>	AHP Level 5 Grade 5
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Executive Director Allied Health Services
<b>Effective Date:</b>	January 2024
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Satisfactory completion of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board, or, in the case of self-regulated allied health professions, eligible for membership with the relevant professional association.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Postgraduate qualifications in health service management, administration and/or leadership (or related areas of study)</p> <p>Current Drivers Licence</p>
<b>Position Features:</b>	<p>Intra/Interstate travel may be required.</p> <p>Some out of hours work and on-call may be required</p>

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

- Provides operational leadership and direction for Allied Health Services (AHS) across Hospitals South, excluding statewide AHS.
- Demonstrates high level leadership and management experience in guiding the activities of the AHS leadership team to deliver services under their control.
- Works with the Executive Director Allied Health Services, allied health managers and stream leads to ensure that the strategic and operational objectives of Hospitals South are met.
- Oversees management of human, physical and financial resources for designated AHS, including monthly reporting of key deliverables relating to operational performance, clinical governance and human, financial and physical resources.
- Builds and maintains productive networks and linkages with internal and external stakeholders about relevant organisational matters, ensuring clear and transparent lines of communication throughout AHS and the organisation.

## Duties:

1. Provide leadership and direction for multiple service/business units within Allied Health Services at Hospitals South, including implementation and oversight of operational policy, and administration of human, financial and physical resources, whilst achieving clinical targets and improve health outcomes for consumers.
2. Provide leadership and direction to enable AHS to achieve key targets for workforce, education, research and training.
3. Provide high-level advice and recommendations to the Executive Director Allied Health Services and other senior managers regarding AHS and the intersection with other clinical streams across Hospitals South.
4. Influence and advocate for strategic and operational decisions with internal and external stakeholders, to achieve the organisational and AHS priorities.
5. Work collaboratively with AHS leadership, clinical stream directors and other stakeholders, and provide advice and guidance to the Executive Director of Allied Health Services particularly regarding strategic opportunities and to resolve complex and significant operational issues.
6. Chair, direct and participate in committees and forums relating to AHS and the broader organisational priorities and participate on state committees and forums as directed.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Deputy Director of Allied Health operates with considerable autonomy and minimal direction from the Executive Director of Allied Health Services, Hospitals South to achieve Government and/or DoH objectives and policy.

The Deputy Director Allied Health is responsible for operational oversight of multiple Allied Health Services across Hospitals South, including human, financial and physical resources, clinical targets and markers of clinical excellence. Allied Health Services are comprised of allied health professional, administrative and assistant staff and some services may operate across several sites. AHS under the control of this position include;

- Chaplains
- Nutrition and Dietetics
- Occupational Therapy
- Physiotherapy
- Podiatry
- Psychology
- Speech Pathology
- Social Work

The occupant;

- Works collaboratively with peers and colleagues in Allied Health Services, the clinical streams of Hospitals South and with the broader organisation to ensure service delivery, compliance with standards and to achieve key performance and quality and safety indicators.
- Leads and enables a positive workplace culture across AHS.
- Demonstrates expert professional knowledge, skill and expertise to lead and manage Allied Health Service to deliver clinical services that meet the strategic objectives of the organisation.
- Represents Allied Health Services with authority to negotiate solutions to complex issues in situations of differing interests.
- Establishes and leads a positive workplace culture across all Allied Health Services and programs under their control.
- Builds productive networks and linkages with internal and external stakeholders about relevant organisational matters, ensuring that lines of communication upwards, downwards and laterally are encouraged to facilitate effective teamwork and communication with staff.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Extensive experience and expertise in operational and strategic leadership of multiple allied health services, particularly in relation to complex acute, subacute and/or outpatient and community settings.
2. Proven ability to manage human, financial and physical resources and meet agreed performance and safety indicators in complex acute, subacute and/or outpatient settings.
3. High level strategic, conceptual, analytical and creative skills to contribute to policy, planning and service delivery related to Allied Health Services.
4. Expert negotiation and conflict management skills and highly developed interpersonal and communication skills, including a demonstrated ability to develop and maintain relationships with a range of external and internal stakeholders.
5. Extensive experience and proven ability to lead, inspire and encourage large teams to achieve collective goals and aspirations of an organisation, including quality improvement, education and training, workforce development, research activities and innovation within a constrained environment.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).